



*"Service with Excellence
and Integrity"*

Arkansas Department of Community Correction

Two Union National Plaza Building

105 West Capitol, 2nd Floor

Little Rock, Arkansas 72201-5731

(501) 682-9510 Fax: (501) 682-9513

ADMINISTRATIVE DIRECTIVE: 07-15 EMPLOYMENT REFERENCES FOR CURRENT AND FORMER EMPLOYEES

TO: DEPARTMENT OF COMMUNITY CORRECTION (DCC) EMPLOYEES

FROM: G. DAVID GUNTARP, DIRECTOR

SUPERSEDES: AD 04-04

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APPROVED: Signature on File

EFFECTIVE: NOVEMBER 30, 2007

I. APPLICABILITY. This policy applies to current and former Department of Community Correction (DCC) employees, including agents and representatives of the DCC.

II. POLICY. It is DCC policy to establish and maintain, in good faith, a fair and consistent process for providing prospective employers employment history of current and former DCC employees.

III. GUIDELINES.

A. Disclosing Employment Information. This policy does not require the agency to provide employment history information, but if provided, it will be only as described below. This does not preclude personnel responding to Freedom of Information Act requests pursuant to appropriate DCC policy nor individuals providing personal references that are not work related.

1. Authorization. The Central Office Human Resources Section (HRS) is the DCC office authorized to release employment references. HRS staff is authorized to respond to requests for employment reference information as described below.
2. Signed Consent. The following information may be disclosed to a prospective employer upon receipt of a written request and consent signed by a current or former employee:

- a. DCC hire and termination dates,
 - b. Exit or current pay rate,
 - c. Job duties and responsibilities,
 - d. Last written performance evaluation prepared prior to the date of the request,
 - e. Attendance information (leave balances),
 - f. Results of drug or alcohol tests administered within one (1) year prior to the request,
 - g. Documented threats of violence, harassing acts, or threatening behavior related to the workplace or directed at another employee, and
 - h. Whether the employee was voluntarily or involuntarily separated from employment and the reasons for the separation.
3. Without Consent. The following employment information may be disclosed to a prospective employer concerning a current or former employee, without their consent:
- a. DCC hire and termination dates,
 - b. Exit or current pay rate and
 - c. Job duties and responsibilities.
4. Court Order or Judicial Direction. Information requested pursuant to a court order or other written judicial direction may be disclosed as ordered or directed.